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Approved For Release 2006/10/31 : CIA-RDP83-00156R000600010042-5

ROUTING AND RECORD SHEET

79-4666/1

SUBJECT: (Optional)

FROM:

AD/MS

ID-4061 Hqs.

EXTENSION

NO.

DATE

26 September 1979

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

Executive Registry
7E-12 Hqs.

27 Sept 79

DDCI

3 OCT 1979

VP
what do I do now?
3 OCT 1979

NOTICE Page 2

FORM 3-62

610

USE PREVIOUS EDITIONS

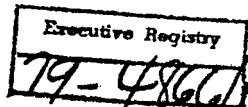
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24 September 1979

MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM:

[Redacted]

Acting Director of Medical Services

SUBJECT:

Suggestion Concerning the Work Schedule
of Around-the-Clock (24-hour) Offices

REFERENCE:

Memorandum for DDCI from [Redacted]
(OSI/LSD/BSB), dtd 18 Sept 79, same subject
(ER 79-4866)

1. The Office of Medical Services (OMS) has reviewed the referenced memorandum and, while we are in general agreement that there are physiological and psychological stresses associated with rotating shift work, we do not agree that switching to three permanent eight-hour shifts would necessarily reduce these problems.

2. In July 1977 the OMS Psychological Services Staff summarized the literature available on this subject which showed inconsistent views. Also, in 1978, the OMS Psychiatric Division conducted a stress study of the CIA Operations Center, where personnel work under a variety of shift schedules. Though some stress was found, no significant consequences, either to the employees or production, were detected.

3. The Office of Medical Services believes that the best approach to scheduling problems, at least initially, is for the office concerned to attempt to work out a schedule which is satisfactory to the employees and would satisfy the requirements of management. If this cannot be done, OMS could assist in developing a schedule which would minimize the stress and best maintain production.

